

2014 AOC PROPERTY INFORMATION FORM

(PLEASE FILL OUT FORM IN ITS ENTIRETY - TYPE OR PRINT CLEARLY)

Failure to notify of property changes DCA may result in a finding of non-compliance and affect scoring for future funding

Check all sources that apply:

Program Funding Sources: ☐ LIHTC ☐ HOME ☐ TCAP ☐ Bond ☐ NSP ☐ Exchange/1602

☐ New Construction

☐ Existing Building (Rehab)

☐ Buildings were placed in service in 2014

If No, List the Year 1st Bldg Placed in Svc: _____

☐ There was a change in Ownership in 2014 (Must provide details on the AOC Explanations Page)

GA ID Number: _____ Property Name: _____

Prev. GA ID Number (if Applicable): _____ Previous Property Name: _____

Property Federal ID#: _____ Legal Owner Name (LP/LLC): _____

Property Street Address: _____

City: _____ County: _____ Zip Code: _____

Property Phone #: _____ Property Fax #: _____

Property Email: _____

On-Site Mngr Name: _____

Principals' Name(s): _____

Total Number of Units: _____ Total Number of Accessible Units: _____

Total Low Income Units: _____ Number of Fully Accessible Units: _____

Total No. Buildings: _____ Number of Audio Visual Units: _____

Number Common Space/Non-Revenue Units: _____

☐ There was a change in Management Company/Agent in 2014 (Must provide details on the AOC Explanations Page)

Current Managing Agent: _____ Prev. Managing Agent: _____

Current Prop. Supervisor: _____ Title: _____

Agent's Address: _____ City: _____ State: _____ Zip Code: _____

Agent's Phone #: _____ Agent's Fax #: _____

Agent's Email Address: _____

Email Address for Confirmation of Report Submission:

2014 LIHTC/EXCHANGE/TCAP
ANNUAL OWNER CERTIFICATION (AOC)

From January 1, 2014 to December 31, 2014

Dear Tax Credit Property Owner: Internal Revenue Service (IRS) Monitoring Regulations require all owners of low income housing tax credit properties to annually submit an owner certification to the Tax Credit Allocating Agency. Even though some property owners have finished claiming their credits, all owners must continue to complete the Annual Owners Certification report (AOC). If you have claimed or plan to claim Tax Credits for the property indicated in this report, you must complete the certification and return it to Georgia Department of Community Affairs (DCA). Failure to submit the AOC or requisite documentation detailing the status of the community for the year ending 2014 by **March 15, 2015** will result in a notice of non-compliance.

Mark each section below to indicate the property status as of 12/31/14.

- 1 The property meets the minimum set-aside requirements under Section 42(g)(1) & Treasury Regulation Section 1.42-5(c)(1)(i) (check only one):
☐ (a) The **40/60 test** under Section 42(g)(1)(B) of the Code ☐ (b) The **20/50 test** under Section 42(g)(1)(A) of the Code;
- 2 ☐ The property has additional program requirements per the Land Use Restriction Agreement (LURA)
If applicable, you must also complete the HOME-NSP report
- 3 ☐ There was No Change in the Applicable Fraction from the prior year (as defined in Section 42(c)(1)(B) of the Code) of any building in the property. **If there was a Change, use the AOC Explanations Page to describe the reason for the change for each building. Do not include Market units in the calculation.**
- 4 ☐ The Owner received an annual income certification from each low-income tenant and documentation to support that certification under Treasury Regulation 1.42-5(c)(1)(iii) or Section 42(g)(8)(B) if the property was granted approval to waive recertifications from DCA or the IRS.
- 5 ☐ Each Low Income unit in the property was rent-restricted under Section 42(g)(2) of the Code;
- 6 ☐ There were **no non-optional fees** charged to tenants in addition to rent (i.e., parking, non-refundable security deposit fees or bond deposit)
- 7 ☐ All units in the property were for use by the general public under Section 1.42-9
- 8 ☐ There has been NO Finding of discrimination under the Fair Housing Act, 42 U.S.C. 3601-3619 for this property. **A finding of discrimination includes an adverse final decision by the Secretary of Housing and Urban property (HUD), 24 CFR180.680, an adverse final decision by a substantially equivalent state or local fair housing agency, 42 U.S.C. 3616a(a)(1), or an adverse judgment from a federal court. If YES, attach the documentation to this Owners Annual Certification and include a description of the finding on the Explanations page.**
- 9 ☐ On 12/31/2014, each unit and each building in the property was suitable for occupancy, taking into account local health, safety, and building codes and UPCS and no units are unsuitable for occupancy because of fire, flood, or mold.
- 10 ☐ No Violation(s) or Notice(s) of local health, safety or building codes have been issued by the State or local government in 2014. **If there were violations, attach all corrected or uncorrected violation report(s) or notice(s) issued in 2014 by a government unit to this AOC report and describe the violation(s) and correction status on the AOC Explanations Page.**
- 11 ☐ There was No Change in the Eligible Basis from the prior year (as defined in Section 42(d) of the Code) of any building in the property. **If YES, include explanation of the change on the AOC Explanations page (e.g., a common area has become commercial space, or a fee is now charged for a tenant facility formerly provided without charge).**
- 12 ☐ All tenant facilities included in the eligible basis under Section 42(d) of the Code of any building in the property, such as swimming pools, other recreation facilities, and parking areas, were provided on a comparable basis without charge to all tenants in the building.

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- 13 ☐ If a low-income unit in the property became vacant during the year, reasonable attempts were or are being made to rent that unit or next available unit of comparable or smaller size to tenants having a qualifying income before any units in the property were or will be rented to tenants not having a qualifying income. IRC Reg. 1.42-5(c)(1)(ix)
- 14 ☐ All units vacated during the past year were made suitable for occupancy within 30 days of last move out.
- 15 ☐ If the income of a low-income unit increased above the limit allowed in Section 42(g)(2)(D)(ii) of the Code, the next available unit of **comparable or smaller size in that building** was or will be rented to tenants having a qualifying income. (NOTE: If the property is layered with HOME/NSP, federal guidelines must also be applied)
- 16 ☐ An "extended low-income housing commitment" as described in Section 42(h)(6) was in effect for this property, and the owner meets all provisions, including special provisions as outlined in the extended use commitment.
- 17 ☐ The owner has complied with Section 42(h)(6)(B)(iv), and no applicants with a Section 8 Voucher or Certificate of Eligibility under Section 8 of the United States Housing Act of 1937, 42 U.S.C. 1437s were denied housing due to their status.
- 18 ☐ All units in the property were used on a Non-transient basis under, except as permitted by Section 42 (i.e., Transitional housing Section 42(i)(3)(B)(iii) or Single Room Occupancy units, Section 42(i)(3)(B)(iv))
- 19 ☐ The Owner has met the requirement under Section 42(h)(6)(E)(ii)(I), and no tenants in low-income units were evicted or had their tenancies terminated for other than good cause.
- 20 ☐ The owner received its credit allocation from the portion of the state ceiling set-aside for a property involving "qualified non-profit organizations" under Section 42(h)(5) of the code.
- 21 ☐ There has been no change in the Non-Profit Organization Partnership
- 22 ☐ All required special needs units have been rented to eligible households with special needs as designated in the Regulatory Agreement(s) (LURC and/or LURA).
- 23 ☐ The HUD approved Lead Based Paint form is in use for all units, and maintained in the file.
- 24 ☐ The owner has incorporated on-going lead-based paint maintenance activities into regular building operations, such as annual visual inspections, and at unit turnover; repair of all unstable paint; and repair of encapsulated or enclosed areas that are changed.
- 25 ☐ IRS form 8609 Part II "First Year Certification has been completed, signed and dated by the owner. **It is the owner's responsibility to provide the completed copies of the IRS 8609 forms to DCA**
- 26 ☐ This property is set up in Mitas (state database), and the tenant data is current as of 12/31/2014
- 27 ☐ All amenities were open and available to the tenants in 2014. Office hours and hours of operation for amenities must be posted.
- 28 ☐ Supportive Services are provided according to the restricted document(s) (LURA/LURC) for the community
- 29 ☐ A (updated) copy of the Affirmative Fair Housing Marketing Plan (AFHMP) for the property has been submitted to DCA. **The owner is required to have a plan to market to tenant populations who are least likely to apply as well as special needs populations (e.g., persons with disabilities, homeless) and maintain documentation of all outreach efforts annually. The AFHMP must be updated at least once every 5 years, or if there is a change in your marketing efforts.**
- 30 ☐ The owner agrees to register the community on the Georgia Housing Search site and regularly update unit availability.

The Georgia Department of Community Affairs supports the Rental Housing Locator, Georgia Housing Search. Owners and managers of affordable communities financed with DCA programs should register their communities on the site. The service can be accessed at no cost online 24 hours a day, www.georgiahousingsearch.org or through a toll-free, bilingual call center at 1-877-428-8844, available M-F, 9:00 am - 8:00 pm EST.

**2014 ANNUAL OWNER'S CERTIFICATION
ASSET MANAGEMENT SUPPLEMENT**

From January 1, 2014 to December 31, 2014

This form is mandatory for all properties with Tax Credit, Exchange 1602, TCAP, Bond, or Federal Loans or Funding (e.g., HOME, NSP). To ensure accuracy, it is recommended that this form is completed by an Agent of the Owner with access to the property's financial records.

Please provide the following information as of December 31, 2014:

☐ Property was in lease up 12/31/14

1 _____ Physical occupancy rate (%)

List the % of the total units currently occupied and not pre-leased as of 12/31/14

The % number format is multiplied by 100. List your % with a decimal, (95% = .95)

2 _____ Amount in operating reserves

This is the amount in reserves for unexpected, but necessary expenses or loss of income.

3 _____ Amount in replacement reserves

The amount of funds set aside for building components and property equipment

4 _____ Net operating income / Net operating loss

This is the property's operating income after operating expenses are deducted, but before the deduction of interest payments and taxes.

5 _____ Debt coverage ratio

This is amount owed in proportion to the money that is available for use. This amount is calculated by dividing the net operating income by the total debt service.

6 _____ Total accounts payable

This is the amount owed to vendors for products and services purchased on credit.

7 _____ Total accounts receivable

This is the amount owed to the property.

8 ☐ As of 12/31/14, the property taxes are up to date

9 ☐ As of 12/31/14, the property insurance is up to date

10 ☐ As of 12/31/14, the property is in good standing with other funding sources